



# RECORDS RETENTION SCHEDULE



Prepared by  
**STATE RECORDS BRANCH**  
Public Records Division  
Kentucky Department for Libraries and Archives

# RECORDS RETENTION SCHEDULE

## Signature Page

### LIBRARIES AND ARCHIVES

Agency

Commissioner's Office

Unit

Schedule Date: Sept. 1984

Change Date: \_\_\_\_\_

Date Approved by Commission: 9-13-84

### APPROVALS:

The undersigned approve of the following Records Retention Schedule or Change:

Agency Head

8/27/84  
Date of Approval

Records Officer

27 Aug '84  
Date of Approval

State Archivist and Records Administrator  
Director, Public Records Division

8/24/84  
Date of Approval

Chairman, Archives and Records Commission

9-13-84  
Date of Approval

The undersigned have examined the record items and recommend the disposition as shown:

Records Analyst

8/24/84  
Date of Approval

Assistant State Records Administrator

8/24/84  
Date of Approval

Appraisal Archivist

8/30/84  
Date of Approval

The determination as set forth meets with my approval.

Auditor of Public Accounts

\_\_\_\_\_  
Date of Approval

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

**Schedule Date:** September 01, 1984

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Education and Workforce Development  
Libraries and Archives  
State Librarian  
Commissioner's Office

Records Title Series and Description		Function and Use	Contents	Retention Disposition Instruction		
00801	Telephone Log			Agency: I	Records Center:	Archives Center:
				Destroy when no longer useful		
00805	Public Information Team File		May include press releases, minutes of team meetings, and correspondence	Agency: I	Records Center:	Archives Center:
				Destroy when no longer useful		
00807	Special Programs/Projects File - (Textbook Project, etc.)		May include correspondence, administrative regulations, committee membership, and information relating to lawsuits	Agency: I	Records Center:	Archives Center: P
				Transfer to the State Archives Center after completion of project		
00798	Executive Orders			Agency: P	Records Center:	Archives Center:
				Retain in agency		
00804	State Library and Archives Building File		Contains plans, correspondence, and other material pertain to the construction of the new State Library and Archives building	Agency: I	Records Center:	Archives Center: P
				Transfer to the State Archives Center after completion of project		
00809	Trustees of Kentucky Libraries		Includes official correspondence and appointment records	Agency: P	Records Center:	Archives Center:
				Retain in agency		



# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
State Librarian  
Commissioner's Office

## Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
00806	Public Information Team Photographs		Contains photographs of various functions and activities of the Libraries and Archives	Agency: 4	Records Center:	Archives Center: P  Remove and destroy duplicates. Ensure identification of each photo and transfer to the State Archives Center
00800	Appointment Books			Agency: I	Records Center:	Archives Center:  Destroy when no longer useful
00808	Advisory Council for Libraries - (Master file)			Agency: P	Records Center:	Archives Center:  Retain in agency
00802	Certification for Public Librarians File		Contains rules and regulations issued by the board, minutes of official board meetings, examinations and correspondence	Agency: P	Records Center:	Archives Center:  Retain in agency
00803	Applications for Certification for Public Librarians File			Agency: I	Records Center:	Archives Center:  Destroy when application becomes inactive
00799	Attorney General's Opinions			Agency: I	Records Center:	Archives Center:  Destroy when no longer useful

STATE ARCHIVES AND RECORDS COMMISSION  
DIVISION OF ARCHIVES AND RECORDS MANAGEMENT  
DEPARTMENT OF LIBRARY AND ARCHIVES  
COMMONWEALTH OF KENTUCKY

RETENTION AND DISPOSAL SCHEDULE NUMBER III

Date Approved 6-13-80  
by Commission

Schedule for:

DEPARTMENT OF LIBRARY AND ARCHIVES  
State Agency

Unit

APPROVALS  
FOR STATE AGENCY

1. Barbara M. Williams  
Agency Head and Title
2. James Pruitt  
Agency Records Officer
3. Howard T. Goodpaster  
Division of Archives and Records Management  
State Archivist and Records Administrator
4. Barbara M. Williams  
Archives and Records Commission Chairman

WE THE UNDERSIGNED OR THE AGENTS THEREOF HAVE EXAMINED THE RECORD ITEMS BELOW AND RECOMMEND  
THE DISPOSITION AS SHOWN

Robert L. Nichols  
Records Analyst

Lang B. Fortner  
Assistant State Records Administrator

Jeffrey Michael Duff  
Assistant State Archivist

THE DETERMINATION AS SET FORTH BELOW MEETS WITH MY APPROVAL

James B. Graham 6/5/80  
Auditor Public Accounts Approval Date

Attorney General

Approval Date

GENERAL AGREEMENTS

1. Permanent Records

All records likely to be of continuing value to the Agency, to the State Government, or to future researchers must be retained permanently. This includes audits, official correspondence, surveys and maps, minutes of meetings, special studies, annual reports, organizational charts, and personnel records.

2. Indefinite Records

Indefinite records do not need to be kept permanently. Their retention period is indefinite or unfixed, because it is not possible to destroy all records of this type after the same fixed period of time. For example, the retention period for equipment inventory cards is dependent upon the life of the individual piece of equipment. The retention period of a contract is dependent upon the length of the term of the contract. Reference and Informational Materials remain useful for differing lengths of time. The "Final Action" column of the Specific Agreements section of this schedule explains conditions under which indefinite records may be destroyed.

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

**Schedule Date:** June 01, 1980

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Education and Workforce Development  
Libraries and Archives  
Administrative Services  
Fiscal Operations

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
103	Budget Allocation			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
81	Purchase and Sale Requests			Agency: 1	Records Center:	Archives Center:
				Destroy after three years and audit and when no longer useful to department		
80	Vehicle Registration Record - (Department owned)			Agency: 1	Records Center:	Archives Center:
				Destroy three years after disposition of vehicle and audit		
79	Travel Regulation - (Duplicate)			Agency: 1	Records Center:	Archives Center:
				Destroy when obsolete		
78	County Contracts Operation of Bookmobiles - (Operating costs agreement)			Agency: 1	Records Center:	Archives Center:
				Destroy three years after expiration of contract and audit		
104	Cash Transmittal Letters			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Administrative Services  
Fiscal Operations

Records Title Series and Description		Function and Use	Contents	Retention Disposition Instruction		
83	Notification of Grant Award			Agency: 1	Records Center:	Archives Center:
				Destroy five years after expiration of grant and audit		
82	Telephone Charges			Agency: 1	Records Center:	Archives Center:
				Destroy when no longer useful		
102	Annual Letter of Credit Report - (Duplicate) - (Original to the Department of Education)			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
105	Account Ledger Sheets - (Monthly) - (Federal/State program)			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
116	Quarterly Letter of Credit Report - (Original to HEW)			Agency: 2	Records Center:	Archives Center:
				Destroy		
115	Record of Vehicle Maintenance Costs			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
114	Property Control Ledger		May include Statement of Corporation; Certificate of Incorporation of Non-Stock; Non-Profit Corporation; Certificate of Reservation of Corporate Name; Certificate of Transfer of Reserved Corporate Name; State of Change of Registered Office or Register	Agency: 3	Records Center:	Archives Center:
				Destroy after audit		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Libraries and Archives

Administrative Services

Fiscal Operations

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
113	Inventory List - (Equipment and furniture)			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
111	Supply Order Form			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
110	Supply Inventory Form			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
112	Notice of Inventory Change			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		



# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Administrative Services  
Grants and Contracts

## Retention

### Disposition Instruction

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
03470	Library Services and Construction Act Annual Performance Report - (Computer printout) Change Date: 12/14/1989			Agency: I	Records Center:	Archives Center: P
				Transfer to the State Archives Center five years after completion of grant projects		
03468	Kentucky Intergovernmental Review Process File Change Date: 12/14/1989			Agency: 1	Records Center:	Archives Center:
				Destroy		
03469	Library Services and Construction Act State Plan Change Date: 12/14/1989 (Series 121, 122, 123, and 124 combined)			Agency: I	Records Center:	Archives Center: P
				Transfer to the State Archives Center five years after completion of grant projects		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Administrative Services  
Personnel

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
65	Determination of Benefit Charges			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
73	Monthly Personnel Reports - (Duplicate) - (Original in State Librarian's office)			Agency: 2	Records Center:	Archives Center:
				Destroy		
72	Summary of Full Quarter Billings and Adjustment of State Life Insurance Policies			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
71	CETA Contract Release File - (Duplicate) - (Includes contractor's release, contractor's invoice)			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
69	CETA Contracts and Amendments			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
68	CETA Monthly Program Report			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Administrative Services  
Personnel

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
66	Request for Wage Information - (Officially designated by program originator to replace or serve as the basic source data, in lieu of the "hard copy" or other input source document data)			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
47	Master Position Listing and Summary from Department of Personnel			Agency: 1	Records Center:	Archives Center:
				Destroy when no longer useful		
64	Notice of Adjusted Determination			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
63	Statement of Changes to Employer Reserve Under Interstate Combined Wage Plan			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
62	Statement of Changes to Employer Reserve			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
61	Notice of Potential Benefit Changes - (Form VI-412-D) - (Used when changes are based on wages transferred from Kentucky to another state)			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Administrative Services  
Personnel

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
70	CETA Job Enrollment Form			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
60	Employers Notice of Reopened Claim			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
43	Tuition Assistance Log			Agency: 1	Records Center:	Archives Center:
				Destroy when no longer useful		
41	Policy Manual - (Duplicate)			Agency: 1	Records Center:	Archives Center:
				Destroy when no longer useful		
33	Personnel Cards - (Duplicate) - (Original in Department of Finance) (		By-laws, list of members, minutes of meetings, official correspondence, reports and studies	Agency: P	Records Center:	Archives Center:
				Transfer to personnel records upon termination of employment		
04533	Position File - (Duplicate) - (Original in Department of Finance) - (By-laws, list of members, minutes of meetings, official correspondence, reports and studies) Change Date: 6/9/1995	This series documents a comprehensive history of a position reflecting establishment, reorganization, reclassification, title change, reallocation, and abolishment. It allows the department a means of maintaining the integrity of information pertaining to a position. The file includes position descriptions and P-1's (where position actions are reflected, not employee actions, that would be lost with the transfer or termination of an employee). A position is retained, in some cases, even with the loss of an employee. Creation of the series aids against loss of information when personnel activities are transferred. In particular, Kentucky Department for Libraries and Archives provides personnel support to other cabinet agencies and the Governor's Scholar Program.	Series contains: P-1, Position Description, correspondence	Agency: 1	Records Center:	Archives Center:
				Destroy one year after the abolishment of the position		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Administrative Services  
Personnel

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
67	Automatic Annual Increment Listing			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
42	Personnel Position Report from Department of Education			Agency: 1	Records Center:	Archives Center:
				Destroy when no longer useful		
59	Employers Notice of Initial Claim			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		
05389	Training/Travel Authorization Form Change Date: 12/11/2003	This series was created to track all employee training and associated travel requests. Requests include attending conferences, conventions, seminars and workshops. The series documents registration, transportation and other costs associated with the training.	Series contains: Employee name; social security number; division; branch; vendor; course title; location of training; training dates (departure and return dates and times); mode of transportation; estimated mileage; registration fee paid by; lodging; airfare purchased by; estimated cost of trip (including registration fee, meals, mileage, lodging, airfare, miscellaneous, total); fund source and program code; approvals	Agency: 1	Records Center:	Archives Center:
				Destroy		



# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Administrative Services  
Shipping

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
172	Records of Library Materials Shipped to Local Libraries			Agency: I	Records Center:	Archives Center:
				Destroy when no longer useful		
173	Invoices - (Materials purchased by counties and processed by the Department of Libraries and Archives)			Agency: I	Records Center:	Archives Center:
				Destroy when no longer useful		
171	County Receipts - (Department of Library and Archives purchased materials shipped to each county)			Agency: I	Records Center:	Archives Center:
				Destroy after three years and audit and when no longer useful		

STATE ARCHIVES AND RECORDS COMMISSION  
Public Records Division  
Kentucky Department for Libraries and Archives

Schedule Date: June 01, 1980

STATE AGENCY RECORDS  
RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Field Services  
Art Exhibits

Records Title		Retention	Disposition Instruction	
Series	and Description			
	Function and Use	Contents		
204	Master File - Art Exhibits - (May include publications, publicity, press releases, exhibit schedules, photographs, exhibit catalog, correspondence with artists		Agency: P	Records Center: P  Archives Center: P  Screen file and destroy routine correspondence, reference material and duplicate materials upon completion of each exhibit. Remainder to be retained in agency or transferred to the State Archives Center

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Field Services  
Bookmobiles

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
190	Grant Request for Bookmobile Aid - (By county)			Agency: 5	Records Center:	Archives Center:
				Destroy after audit		
188	Specifications - Bookmobile			Agency: 1	Records Center:	Archives Center:
				Destroy when superseded		
191	Bookmobile Maintenance Report - Monthly			Agency: 3	Records Center:	Archives Center:
				Destroy		
189	Operational Guidelines - Bookmobiles			Agency: 1	Records Center:	Archives Center:
				Destroy when superseded		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Field Services  
Construction

Records Title Series and Description		Function and Use	Contents	Retention Disposition Instruction		
193.2	Press Releases Change Date: 6/1/1985		Includes printed and photographic records of public libraries	Agency: P	Records Center:	Archives Center:
				Retain in agency		
193	Tracings, Reproducible Drawings, Plans and Blueprints - (All public libraries) Change Date: 6/1/1985			Agency: P	Records Center:	Archives Center:
				Retain in agency		
192.1	Renovation and Repairs Minor Projects File Change Date: 6/1/1985		Includes state or emergency fund documents, construction documents, and studies or analyses of programs.	Agency: I	Records Center: 5	Archives Center:
				Transfer to the State Records Center five years after completion of project		
192	Construction Project File - Local Public Libraries Change Date: 6/1/1985 (V)		Includes contract specifications, reports, completed construction records, inspection reports construction material test, changeovers, insurance policies, fiscal documents, approved applications of construction funds, grant agreements, construction estimates, building programs, and library use agreements.	Agency: I	Records Center:	Archives Center: P
				Transfer to the State Archives Center five years after final closeout of project		
193.1	Amortization for Construction Projects File Change Date: 6/1/1985 (V)		Contains schedule of amortization and agreements for construction projects	Agency: I	Records Center: 5	Archives Center:
				Transfer to the State Records Center twenty years after final completion of project. Destroy after audit		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Field Services  
Director's Office

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
178	Visiting Reports			Agency: 1	Records Center:	Archives Center:
				Destroy		
177	Program Documents - (State universities, library science departments)			Agency: 1	Records Center:	Archives Center:
				Destroy		



# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Field Services  
Extension Services

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
183	Interlibrary Loan Request - Regional			Agency: 2	Records Center:	Archives Center:
				Destroy		
180	Extra Card File - Books Received from State Library			Agency: P	Records Center:	Archives Center:
				Retain in agency		
182	Catalog - Regional			Agency: I	Records Center:	Archives Center:
				Retain until catalog system or individual card is superseded		
184	Bookmobile Reports - (Duplicate) - (Original to Director of Field Services)			Agency: 2	Records Center:	Archives Center:
				Destroy		
185	Vehicle Maintenance Reports - (Duplicate)			Agency: 2	Records Center:	Archives Center:
				Destroy		
186	Visiting Reports			Agency: 1	Records Center:	Archives Center:
				Destroy		
187	Shipping Report - Books - (From regional office to county)			Agency: 1	Records Center:	Archives Center:
				Destroy		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Field Services  
Extension Services

## Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
181	Union Shelf List - Regional			Agency: I	Records Center:	Archives Center:
				Retain until shelf-list system or individual card is superseded		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Field Services  
Program Development

Records Title		Function and Use	Contents	Disposition Instructions		
Series	and Description			Retention		
05838	Public Library Tax Rate Development File Change Date: 12/11/2008 (V)	This series documents the computation and approval of tax rates for public library districts in Kentucky, per the requirements of KRS Chapter 132. KDLA's Field Services Division staff assists library boards in computing potential tax rates for the upcoming fiscal year. Field Services staff compute and submit two options for each public library board: a compensating rate or an increase of 4 percent over the current year's rate. The library board then enacts the approved rate. If the library board chooses to enact an increase above the compensating rate, it must hold a public hearing. Once the tax rate is approved, the library board completes a certification form. Copies of the certification go to the Fiscal Court Clerk and to KDLA. Field Services Division staff also provide library boards with information to allow completion of the Uniform Financial Information form for the Department of Local Government.	May Contain: Correspondence from Division Director regarding tax rates; Worksheet for Certification Assessment for Local Government; Tax Caluculations for Upcoming Year; Public Hearing Information; Uniform Financial Information Report (Department of Local Government); computation sheets; hypothetical projections of tax revenues.	Destroy  Agency: 7	Records Center:	Archives Center:

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

**Schedule Date:** June 01, 1980

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Education and Workforce Development  
Libraries and Archives  
Special Services  
Institutional Services

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
238	Library Services and Construction Act - (Breakdown of expenditures of state funds by institutions)			Agency: 5	Records Center:	Archives Center:
				Destroy after audit		
234	Shelf List			Agency: I	Records Center:	Archives Center:
				Destroy when shelf list system or individual cards are superseded		
235	Application - Library Materials Grant			Agency: I	Records Center:	Archives Center:
				Destroy two years after project termination		
236	Application for Library Services and Construction Act Institutional Library Grant			Agency: I	Records Center:	Archives Center:
				Destroy two years after project termination		
237	Library Services and Construction Act, Institutional Grants - (Yearly log of librarian's salaries paid with grant)			Agency: 5	Records Center:	Archives Center:
				Destroy after audit		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Special Services  
Library for the Blind and Physically Handicapped

## Retention

### Disposition Instruction

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
213	Microfiche Card Catalog			Agency: I	Records Center:	Archives Center:
				Destroy when system or individual microfiche cards are superseded		
212	Books Recorded by Agency - (Audio) - (Master Copy)			Agency: I	Records Center:	Archives Center:
				Screen and destroy obsolete tapes at the discretion of Kentucky Regional Librarian for National Library Service		
227	Daily Repair Log			Agency: I	Records Center:	Archives Center:
				Destroy two years after last entry		
211	Applications - Reader Interest Cards			Agency: I	Records Center:	Archives Center:
				Retain in agency. Screen and destroy ten years after cancellation of service		
209	Annual Report - (Federal)			Agency: P	Records Center:	Archives Center:
				Retain in agency		
210	Copy Allotment Order and Search-Card File			Agency: P	Records Center:	Archives Center:
				Retain in agency		
208	Kentucky Collection Card File			Agency: P	Records Center:	Archives Center:
				Retain in agency		



# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Special Services  
Library for the Blind and Physically Handicapped

Records Title Series and Description		Function and Use	Contents	Retention Disposition Instruction		
224	Audio Equipment Alphabetical Control File - (Patron issue and return record)			Agency: I	Records Center:	Archives Center:
				Destroy when equipment is destroyed or removed from service		
220	Magazine Card File - (Alphabetical listing of patrons for each magazine)			Agency: I	Records Center:	Archives Center:
				Destroy when obsolete		
219	Search-Card File - (Items requested)			Agency: I	Records Center:	Archives Center:
				Destroy when system or individual cards are superseded		
218	Inter-Library Loan Order Card File			Agency: I	Records Center:	Archives Center:
				Destroy when system or individual cards are superseded		
217	Reader File		Includes patron data card, book number cards, notations of address change, notations of requests, notations of issue of equipment, notations of catalogs sent, and various service cancellations	Agency: I	Records Center:	Archives Center:
				Transfer to inactive file one year after last withdrawal; transfer to cancellation file after two years in inactive file; destroy after two years in cancellation file or upon death of reader		
216	Information and Referral Card File			Agency: I	Records Center:	Archives Center:
				Destroy when system or individual cards are superseded		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Special Services  
Library for the Blind and Physically Handicapped

Records Title Series and Description		Function and Use	Contents	Retention Disposition Instruction		
215	Microfiche List			Agency: 1	Records Center:	Archives Center:
				Destroy when system or individual cards are superseded		
214	Shelf List			Agency: 1	Records Center:	Archives Center:
				Destroy when system or individual cards are superseded		
225	Audio Equipment Numerical Control File - (Individual machine record - serial number, issue and return)			Agency: 1	Records Center:	Archives Center:
				Destroy when equipment is destroyed or removed from service		
233	Memo and Book Order			Agency: 1 week	Records Center:	Archives Center:
				Destroy		
223	In-Out File - Braille Books			Agency: 1	Records Center:	Archives Center:
				Destroy when obsolete		
222	County File - Address Plates - (Patron data on back of plates)			Agency: 1	Records Center:	Archives Center:
				Destroy when obsolete		
221	Magazine Patron File - (Cards listing all magazines received by each patron)			Agency: 1	Records Center:	Archives Center:
				Destroy when obsolete		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Special Services  
Library for the Blind and Physically Handicapped

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
232	Magazine List - Requests			Agency: 1 week	Records Center:	Archives Center:
				Destroy		
230	Active Reader Count Report - - (Federal) - (Semi-annual and annual)			Agency: 5	Records Center:	Archives Center:
				Destroy after audit		
231	Book Request			Agency: 1 week	Records Center:	Archives Center:
				Destroy		
226	Daily Log - (Incoming and outgoing equipment and accessories)			Agency: 1	Records Center:	Archives Center:
				Destroy two years after last entry		
229	Circulation Report - - (Federal) - (Books and magazines) - (Semi-annual and annual)			Agency: 5	Records Center:	Archives Center:
				Destroy		

# RECORDS RETENTION SCHEDULE

## Signature Page

Department for Libraries & Archives  
Agency

September 1, 1983  
Schedule Date

Unit

March 9, 2006  
Change Date

March 9, 2006  
Date Approved By Commission

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## APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Agency Head

3/9/06  
Date of Approval

Agency Records Officer

3/9/06  
Date of Approval

State Archivist and Records Administrator  
Director, Public Records Division

3/9-2006  
Date of Approval

Chairman, State Archives and Records Commission

03/09/06  
Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

Records Analyst/Regional Administrator

9 Apr 06  
Date of Approval

Appraisal Archivist

3/9/06  
Date of Approval

State/Local Records Branch Manager

9 Mar 06  
Date of Approval

The determination as set forth meets with my approval.

Auditor of Public Accounts

3-9-06  
Date of Approval

**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

**Schedule Date:** September 01, 1983

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Education and Workforce Development  
Libraries and Archives  
Public Records  
Archival Services

**Retention**

**Disposition Instruction**

<b>Series</b>	<b>Records Title and Description</b>	<b>Function and Use</b>	<b>Contents</b>			
<b>00654</b>	Record Charge Out - (Records requested from State Archives Center) - (Pink copy) (V)	This series documents a form that is completed when requested records are stored at the State Archives Center. This is a three part form white, yellow and pink copies. The white copy remains with the records and must be returned to assure proper refiling. The pink copy is placed on the shelf in place of the record, and remains until the record is returned. The yellow copy is placed in agency folder, and remains until the record is returned. Only the agency Records Officer or agency personnel whose names are listed on the Records Request Authorization Card (00628) may request records.	Series contains: Name requesting agency, requested by, unit, mailing address, telephone number, action taken, date, request for original/photocopy, identification number voucher/case/etc, to be returned, date record out/in, location in center, accession number, unit number, record series title, retrieved by/date, return record to State Archives Center.	Agency: I	Records Center:	Archives Center:
				Destroy one month after record is refiled		
<b>00652</b>	Record Charge Out - (Records requested from State Records Center) - (white copy) (V)	This series documents a form that is completed when requesting records stored at the State Archives Center. This is a three part form white, yellow and pink copies. *The white copy remains with the records and must be returned to assure proper refiling. The pink copy is placed on the shelf in place of the record and remains until record is returned. The yellow copy is placed in agency folder and remains until the record is returned. Only the agency Records Officer or agency personnel whose names are listed on the Records Request Authorization card (00628) may request records. ** Series is destroyed one month after record is refiled.	Series contains: Requesting agency, requested by, unit, mailing address, telephone number, action taken, date, request for original/photocopy, identification number voucher/case/etc, to be returned, date record out/in, location in center, accession number, unit number, records series title, retrieved by/date, return record to the State Archive Center	Agency: I	Records Center:	Archives Center:
				Destroy one month after record is refiled		
<b>00651</b>	Research Room Record Request - (Pink copy) (V)	This series documents the pink copy of research room record request form. The white copy gives the archives staff the name and location of the records to be pulled. It accompanies the record to the research room. The pink form is placed on the shelf or in the box in place of the record. The yellow copy is placed in a holding file to show if records have not been returned to the archives from the research room at the end of a business day. The pink and yellow copies are disposed of once a record has been refiled. The white copy tracks the researcher in cases of records misfiled, vandalized or stolen. This series acts as protection and is used for statistical purposes showing the number and types of records being used.	Series contains: Researcher name, address, date, name of agency/county, unit/office, record title, date of record, location in archives, box number, condition of record, name of retriever/ date, name of refiled/date	Agency: I	Records Center:	Archives Center:
				Destroy after record is refiled or after patron is notified that record is not available		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
Archival Services

## Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
00653	Record Charge Out - (Records requested from State Archives Center) - (yellow copy) Change Date: 3/1/1985 (V)	This series documents a form that is completed when requesting records stored at the State Archives Center. This is a three part form white, yellow and pink copies. The white copy remains with the records and must be returned to assure proper refiling. The pink copy is placed on the shelf in place of the record and remains until record is returned. The yellow copy is placed in agency folder and remains until the records is returned. Only the agency Records Officer or agency personnel whose names are listed on the Records Request Authorization card (00628) may request records.	Series contains: Requesting agency, requested by, unit, mailing address, telephone number, action taken, date, request for original/photocopy, identification number voucher/case/etc, to be returned, date record out/in, location in center, accession number, unit number, record series title, retrieved by/date, return record to the State Archives Center/State Records Center	Agency: 1	Records Center:	Archives Center:
				Destroy		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
Archival Services

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03191	Kentucky Guide Master File Printout - (MRR) Change Date: 3/1/1988	This is an exact paper duplicate of information in the Kentucky Guide Data Base and is used for editing purposes. The printout can contain all or a portion of the database's contents. It is printed at the Governor's Office of Technology from the mainframe and delivered by messenger three or four times monthly. One complete copy is retained at the beginning of the federal fiscal year to document development of the database.	Closed Series: Data elements at repository level include - name of repository, address, telephone, hours of operation, copying facilities, user's fee, access restrictions, acquisition policy, volume of material, inclusive dates, bulk dates, brief description, notes. Data elements at collection, subgroup and series levels include - location of material, conference name, title, variant title, birth and death dates, form of material, inclusive dates, bulk dates, quantity, occupational title, summary, function and use, contents, historical or biographical note, preceding series, succeeding series, forms a part of, related records, predecessor agency, successor agency, location of associated materials, arrangement, access restrictions, finding aids, condition of materials, notes, date of input, date of update. Date elements on indexing forms include - corporate organization name, personal name, subject, geographic, subject selector, media selector	Agency: 3	Records Center:	Archives Center:  Destroy end of year copy after three years. Destroy monthly copy when superseded by updated version
00650	Research Room Record Request - (Yellow copy) (V)	This series documents the yellow copy of research room record request form. The white copy gives the archives staff the name and location of the records to be pulled. It accompanies the record to the research room. The pink form is placed on the shelf or in the box in place of the record. The yellow copy is placed in a holding file to show if records have not been return to the archives from the research room at the end of a business day. The pink and yellow copies are deposed of once a record has been refiled. The white copy tracks the researcher in cases of records misfiled, vandalized or stolen. This series acts as protection and is used for statistical purposes showing the number and types of records being used.	Series contains: Researcher name, address, date, name of agency/county, unit/office, record title, date of record, location in archives, box number, condition of record, name of retriever/date, name of refiled/date	Agency: I	Records Center:	Archives Center:  Destroy after monthly report is prepared

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
Archival Services

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03747	Kentucky Guide Project Files (N) NA	This series documents the Kentucky Guide Project, a survey of archival and manuscript repositories in Kentucky. The Guide Project's Mission was to survey archival and manuscript collections in Kentucky and to compile, edit, and publish a guide. The National Historical Publications and Records Commission first awarded funding to the project in 1978. Continued funding for the project has come from the Library Services and Construction Act,(LSCA). The project has issued two publications: The Guide to Kentucky Archival and Manuscript Repositories, a listing of 285 institutions; and the Guide to Kentucky Archival and Manuscript Collections, descriptions of collections held in 28 Kentucky repositories. The Kentucky Guide Project is ongoing and more publications will be issued.	correspondence, monthly/annual reports, reports of similar projects in other states, job control language, documentation of the electronic system used, grant proposals, photographic compositions of publications, reference material.	Agency: Indefinite	Records Center: NA	Archives Center: Permanent Transfer to State Archives when no longer needed administratively.
03188	Kentucky Guide Data Entry Forms Change Date: 3/10/1988 (V)	Materials consist of forms used to add, delete and correct information in the Kentucky Guide Master File (03187). They include the Repository Data Sheet, the Kentucky Guide Data Entry Sheet and the Master File Correction Form. Four additional forms are also used for indexing for repository, collection, subgroup, and series descriptions (see attached forms). The Repository Data Sheet and the Data Entry sheets contain information gathered during a survey of Kentucky archival and manuscript repositories which was funded by the National Historical Publications and Records Commission. This survey began in 1978 and continued for five years. All archival and manuscript repositories in the state were surveyed including college, state and local libraries; historical societies; museums; local government; corporations and organizations.	Series contains: Data elements at repository level include - name of repository, address, telephone, hours of operation, copying facilities, user's fee, access restrictions, acquisition policy, volume of material, inclusive dates, bulk dates, brief description, notes. Data elements at collection, subgroup, and series levels include - location of material, conference name, title, variant title, birth and death dates, form of material, inclusive dates, bulk dates, quantity, occupational title, summary, function and use, contents, historical or biographical note, preceding series, succeeding series, forms a part of, related records, predecessor agency, successor agency, location of associated materials, arrangement, access restrictions, finding aids, condition of material, notes, date of input, date of update. Data elements on indexing forms include - corporate organization name, personal name, subject, geographic, subject selector	Agency: I	Records Center:	Archives Center: P Transfer to the State Archives Center when information in Kentucky Guide Publications are verified



# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
Archival Services

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03749	Copy Request (white copy) (N) NA (V)	This series documents the white copy of the copy request form. It is a statement of charges that the Systems Control and Access Branch secretary uses to draw up an Interaccount Bille (series-F0034). This form is used by the Research Room, if the record to be copy is under 25 pages the Research Room Staff does the copying. If the copy is over 25 pages the Archives Center Staff does the copying.	agency name, person's signature, address, phone #, Records to be copied, location, box #, number of copies, costs per page, charge, request taken by, date, request referred to, date completed, by whom, reference number, Form of payment Cash/check, Interaccount.	Agency: 3 years	Records Center: NA	Archives Center: NA
				Destroy after audit.		
03750	Copy Request (green copy) (N) NA	This series documents the green copy of the copy request form. It is a statement of charges that the Systems Control and Access Branch keeps for statistical purposes and as back up to the white copy the branch secretary uses to draw up an Interaccount Bill (series-F0034). This form is used by the Research Room, if the record to be copy is under 25 pages the Research Room Staff does the copying. If the copy is over 25 pages the Archives Center Staff does the copying.	agency name, person's signature, address, phone #, Records to be copied, location, box #, number of copies, costs per page, charge, request taken by, date, request referred to, date completed, by whom, reference number, Form of payment Cash/check, Interaccount.	Agency: 3 years	Records Center: NA	Archives Center: NA
				Destroy after audit.		
03751	Copy Request (pink copy) (N) NA	This series document the pink copy of the Copy Request Form. It is used to hold the place of the record in the box on location until the record is refilled. It shows that a record has been charged out for copying.	agency name, person's signature, address, phone #, Records to be copied, location, box #, number of copies, costs per page, charge, request taken by, date, request referred to, date completed, by whom, reference number, Form of payment Cash/check, Interaccount.	Agency: Indefinite	Records Center: NA	Archives Center: NA
				Destroy after record has been refilled.		
00642	Archival Services Processing Log	Delete. This series is a docket of unprocessed public records accessioned into the State Archives, but awaiting processing. It is used to schedule processing assignments and to keep record of the items to be processed. NOTE: This series is now being maintained as a WANG word processing document. It will become part of a new module or the Public Records Management System, which is now under development.	Series contains: Accession number, accession date, agency and unit, notations, cubic feet, location, date shelved	Agency: I	Records Center:	Archives Center:
				Destroy one month after all records listed have been processed		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
Archival Services

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03189	Batch Input to Kentucky Guide Data Base - (MRR) Change Date: 3/1/1988	Information from data entry forms (03188) is routinely keyed into the departmental minicomputer as word processing documents. At a frequency of two to three times a month, documents are converted to batches by running a program which adds job control instructions (00671) to the files, which are then sent to the IBM mainframe at the Governor's Office for Technology. A copy of the Wang file is backed up and filed off following transmission.	Series contains: Data elements at repository level include - name of repository, address, telephone, hours of operation, copying facilities, user's fee, access restrictions, acquisition policy, volume of material, inclusive dates, bulk dates, brief description, notes. Date elements at collection, subgroup, and series levels include - location of material, conference name, title, variant title, birth and death dates, form of material, inclusive dates, bulk dates, quantity, occupational title, summary, function and use, contents, historical or biographical note, preceding series, succeeding series, forms a part of, related materials, arrangement, access restrictions, finding aids, condition of material, notes, date of input, date of update. Data elements on indexing forms include corporate organization name, personal name, subject, geographic, subject selector, media selector	Agency: 1  Destroy	Records Center:	Archives Center:
00641	Archival Services Accession Register	This series documents the register of the transfer of custody of records from the originating office to the State Archives. It lists records which are received in sequence by date and number and serves as a finding aid until all processing procedures are completed. It is a quick reference of accessions kept by year. * Dependent upon number of accessions.	Series contains: Accession number, accession date, agency and unit, quantity, processed/unprocessed, permanent location, date shelved, shelve's initials	Agency: P  Retain in agency	Records Center:	Archives Center:

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
Archival Services

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00643	Archives Processing Records	This series documents all the processing procedures, which are applied to accessioned records. It identifies responsible person and the date various processing steps (conservation, arrangement) were taken. It has evolved from a simple form that was placed in the back of the transmittal file, to a separate folder on each processing project. A processing plan outline is prepared listing all the steps to be taken in the processing of the records. The archivist's notes on the processing are included and provide valuable insight to the reasons for the arrangement, and the way the records were handled. (* accumulation dependent upon number and type of processing done)	Series contains: Agency, unit, record group number, accession number, transmitting agency, (steps) appraisal, records accessioned, fumigation, temporary location, cleaning repairing, humidification/flattening, arrangement, box labels, book tags, shelved, transmittal, finding aid, (statistics) records accessioned, records destroyed, records retained, comments, inventory sheets, archivist hand written notes on files pertaining to information found or condition of file	Agency: I	Records Center:	Archives Center:
				Retain in agency as long as records are housed in the State Archives Center. Destroy when records leave the State Archives Center custody		
00644	Transmittals of Permanent Records - (Duplicate)	This series is a duplicate copy that documents the transfer of records from an agency to the State Archives Center or the State Records Center in compliance with the State Records Retention Schedules for State and Local Agencies (00625). Access to records stored at the State Archives Center is automatically placed under the control of the Department for Libraries and Archives unless restricted by law. It is used as a quick reference file by the staff of the Archives Center.	Series contains: Agency name, unit, retention schedule date, total number containers, destruction date, accession number, date shelved, initialed, volume in cubic feet, record group code, location in center, container type, series number, title of records exactly as listed on the records retention schedule, date span of records in each container, restriction if any and authority, records officer signature, date number of pages	Agency: I	Records Center:	Archives Center:
				Destroy when records leave the custody of the State Archives Center		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
Archival Services

## Retention

### Disposition Instruction

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
00645	Records Destruction Certificates - (Duplicate)	This series is a duplicate copy of Records Destruction Certificates for State and Local Agencies (00632), which allows the destruction of state and local records in agencies. It is used as a quick reference file by the staff of the State Records Branch.	Series contains: Name of agency, date, unit, schedule date, accession date, destroyed at-agency or state records center, method of destruction, date of destruction, series number, record title and description, date span of records, volume of, box/book number, location in records center, total volume cubic foot of records destroyed, signature of state archives/date, signature of record center agent/date, signature of records officer or custodian/date	Agency: I	Records Center:	Archives Center:
				Destroy when records leave custody of the State Archives Center		
00646	Corrected Transmittals of Reappraised Records (V)	This series documents a survey of mostly Local Records that were appraised by a committee for the Kentucky Guide. The record were physically reviewed and incorrect statements were corrected on a duplicate copy of a Records Transmittal. The original transmittal is to be retyped and corrections made according to the committees recommendations.	Series contains: Agency name, unit, retention schedule date, total number containers, destruction date, accession number, date shelved, initialed, volume in cubic feet, record group code, location in center, container type, series number, title of records exactly as listed on the records retention schedule, date span of records in each container, restriction if any and authority, records officer signature, date number of pages	Agency: I	Records Center:	Archives Center:
				Destroy after Guide Project need ends, new transmittals are made, and after approval by State Archivist		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
Archival Services

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03187	Kentucky Guide Master File - (MRR) Change Date: 12/13/1990	Closed: This is the central file of the Kentucky Guide Data Base which maintains information on 285 archival and manuscript repositories in Kentucky, including the State Archives. This database was created in 1979 to compile information about the holdings of the historical records and manuscript repositories around the state. The National Historical Publications and Records Commission (NHPRC) initially funded the project as part of an effort to create a national database describing archival holdings. NHPRC funding of the project ended in 1985; subsequently, Library Services and Construction Act (LSCA) funds have been used to support the database. The Guide to Kentucky Archival and Manuscript Repositories, which contains holdings information of each repository, was published in 1986 using information from this file. Further publications are forthcoming. The bulk of the data exists on four levels; repository, collection/record group, subgroup and series. NOTE: This series is currently on the Research Libraries Information Network (RLIN), which is maintained by Research Libraries Group at Stanford University, Palo Alto, CA. All the information from this series was loaded into RLIN, and the tape stored at the Governor's Office of Technology.	Series contains: Data elements at repository level include - name of repository, address, telephone, hours of operation, copying facilities, user's fee, access restrictions, acquisition policy, volume of material, inclusive dates, bulk dates, brief description, notes. Data elements at collection, subgroup and series levels include - location of material, conference name, title, variant title, birth and death dates, form of material, inclusive dates, bulk dates, quantity, occupational title, summary, function and use, contents, historical or biographical note, preceding series, succeeding series, forms a part of, related records, predecessor agency, successor agency, location of associated materials, arrangement, access restrictions, finding aids, condition of material, notes, date of input, date of update.	Agency: I	Records Center:	Archives Center:
				Maintain master file, updating as needed. Follow present backup procedures		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Libraries and Archives

Public Records

Archival Services

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
03190	Diagnostic and Error Listing - (MRR) Change Date: 3/1/1988	This file is an error listing for the batch input described in 03189. It is created on the Governor's Office of Technology mainframe after a batch is transmitted and recalled from the mainframe using SPINDEX Job Control Language (00671). The error listing is printed out as a Wang Word Processing document and the electronic record is deleted. Correction forms are filled out for errors that have been found. The error listing (batch output) is filed by batch number.	Series contains: Data elements at repository level include - name of repository, address, telephone, hours of operation, copying facilities, user's fee, access restrictions, acquisition policy, volume of material, inclusive dates, bulk dates, brief description, notes. Data elements at collection, subgroup and series levels include - location of material, conference name, title, variant title, birth and death dates, form of material, inclusive dates, bulk dates, quantity, occupational title, summary, function and use, contents, historical or biographical note, preceding series, succeeding series, forms a part of, related records, predecessor agency, successor agency, location of associated materials, arrangement, access restrictions, finding aids, condition of material, notes, date of input, date of update. Data elements on indexing forms include - corporate organization name, personal name, subject, geographic, subject selector, media selector	Agency: 2	Records Center:	Archives Center:
				Destroy		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Libraries and Archives

Public Records

Archival Services - Publications

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
04035	Checklist of State Publications Change Date: 9/12/1991	This series was created to provide wide access to state agency publications, excluding university publications, collected by the Division's State Publications Program as required in 725 KAR 1:040. The series is published quarterly by the Division and is distributed to libraries and other research institutions across the United States and abroad. It is also made available to Kentucky state agency managers who use it to gain access to government produced reports. The series also serves as an index to the Division's microfilmed collection of state agency publications.	Series contains: Cumulative key word title index, agency name index, accession number, classification number, title of publication, date of publication, physical description	Agency: P	Records Center:	Archives Center: P
				Retain one copy in the branch. Transfer one copy to the State Archives Center. Destroy excess copies when no longer needed		
04902	Core State Publications File - (Series serves as a processing file for digital conversion) Change Date: 12/9/1999	This series documents a complete set of state agency publications held by the Department through 1998, in a microfilm format. The series serves as a processing file for conversion to a digital format. The publications identified in the series are considered essential in providing minimal reference service on Kentucky topics. The designation "core publication" was established in 1991 by the Kentucky Library Association, Government Documents Roundtable, Committee on State Publications, in consultation and cooperation with the Kentucky State Publications Program.	Series contains: Various state agency publications	Agency: I	Records Center:	Archives Center:
				Destroy after reformatting		
00667	History of the Checklist Change Date: 9/12/1991	This series is a narrative history of the Kentucky Checklist for State Publications. It covers the origin (1962) of the Checklist, and documents which state programs were used as a model. It also notes problems and a criticism of the first Checklist. The Publications Program is currently writing an updated History of the Checklist to include the last 28 years.	Series contains: A narrative report on the history of The Kentucky Checklist for State Publications	Agency: P	Records Center:	Archives Center: P
				Retain one copy in the branch. Transfer one copy to the State Archives Center. Destroy excess		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
Director's Office

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03741	Public Records Management System	This series documents a central electronic database used to capture and maintain information about public records in all media, and to assist Public Records Division staff in lifecycle management activities. The system facilitates the inventory, description and appraisal of public records; triggers records destruction or transfer to archival storage where appropriate; and through the mechanism of online information retrieval, enhances access to and use of records throughout their lifecycle.	Series contains: Description and Analysis Module -03742; State Publications Checklist Module -03743; Local Records Survey Module - 03744; Micrographic Vault Location and Accessions Module -03745. System Level Description -03746; Under development: Records Center Control Module; System Level Description Module; Archival Center Module; 0100T Module. Planned: Micrographics Control Module; Research Room Billing Module	Agency: P	Records Center:	Archives Center:
				Maintain current database information		
03746	Electronic Systems Table (N) NA	This file comprises information describing automated systems maintained by state agencies. It was created during the Kentucky Machine-Readable Records Project as a means of assisting Public Records staff in analysis and scheduling of electronic records, and is currently a functioning part of the Public Records Management System (PRMS). The file was populated initially with data from the Department of Information Systems Data Dictionary, but following implementation of strategic planning by state government, it has been supplemented with data drawn from state agencies' information resources plans, and with evaluative data provided by PRD staff. The file may be linked with description and analysis data (SN xxxxx) and with records schedules to provide an overview of how component parts of systems have been scheduled.	See attached list of data elements	Agency: P	Records Center: NA	Archives Center: NA
				Records on inactive systems may be migrated to offline storage media as is necessary for the efficient administration of the online system. Offline formats should be software independent and managed according to standards and procedures defined by PRD staff for the administration of electronic data of permanent value.		



# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
Director's Office

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00709	Cumulative Monthly Statistics File Administrative Change Date: 2/28/1995 (To change title)	This series documents statistical and narrative information about the functions and activities of the Public Records Division and its branches. It was originally produced as a weekly statistical report. Since 1980, it has been produced on a monthly basis. The series is the primary source of information on the administrative history of the Public Records Division and is kept permanently in lieu of a published annual report.	Series includes: Statistical and narrative information on the different branches of the Public Records Division including the State Records Branch, Micrographics Branch, Archival Services Branch, Local Records Branch, and the Technology Analysis and Support Branch. Also, contains statistical information on the various programs of the division including the Preservation Laboratory and the State Records Center. May also include director's calendar of activity	Agency: 5	Records Center:	Archives Center: P
				Transfer to the State Archives Center		
03748	Machine-Readable Records File (N)	This file was created in the course of divisional efforts to improve the management of electronic records maintained by state and local government. It documents staff efforts to increase knowledge of the implications of electronic recordkeeping on the agency's records management and archival program, and the division's programmatic efforts to adapt accordingly. Early discussion of electronic records precedes the creation of this file, but by 1983, the Archives and Records Commission had studied issues sufficiently to enter into discussions with the Department of Information Systems which led to a grant application to the National Historical Publications and Records Commission (NHPRC), which was funded and implemented from 1985--1988. The grant was implemented initially within the State Records Branch, although it relied upon other branches and the director's office for the bulk of planning. The original grant was to have been completed within eighteen months, but was extended as a result of divergences in the original project workplan which were a consequence of a wide variety of undescribable events. At the conclusion of the project, permanent staff were established in State Records whose work was to focus on electronic records; a general schedule was adopted for provisional implementation by state agencies; an internal database was developed which included information on over eight hundred electronic systems and which automated various aspects of the record scheduling process; and significantly better relations were established with staff of the Department of Information Systems and with agency personnel themselves. Subsequent to the project, the file documents continuing efforts of electronic records and state records staff generally to administer a program accommodating electronic records.	Included are MRR Project narrative and fiscal reports made to NHPRC; committee and work-group files; meeting minutes; correspondence and documentation from external agencies and out-of-state programs; tape recordings of the staff telephone conferences with the MRR project's external advisory committee; state agency information resource plans; documents relating to the description, analysis, and appraisal of agency systems analyzed in pilot projects; etc.	Agency: I	Records Center: NA	Archives Center:  Permanen t
				Transfer to State Archives when no longer needed administratively.		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
Director's Office

Records Title and Description		Function and Use	Contents	Retention Disposition Instruction		
<b>00710</b>	Quarterly Statistical Reports - (Fourth quarter) Closed Date: 1/1/1980	CLOSED. This series was closed in 1980, when series 00709 Cumulative Monthly Report was changed from a weekly to a monthly report. This series provides aggregate figures and narratives for the functions and activities of the Public Records Division (PRD). This series is used for comparisons between past and present activities of PRD.	Series contains: Date of quarter, record center holdings, end of previous fiscal year, holdings beginning of, records accessioned, disposal, records returned permanently to agencies, number of records destroyed in agencies, number destroyed in records center, total space cleared, number of agencies requesting records, total number of record requests number of interfiles, number of refills, number records examined at center, memorandum	Agency: 5	Records Center:	Archives Center: P  Transfer to the State Archive Center
<b>03109</b>	Grant Projects File - (Funded by National Historic Publications and Records Commission, National Endowment for the Humanities, etc.) Change Date: 12/11/1986	This series documents pertinent information regarding projects administered by the Public Records Division which are funded through such sources as the National Historic Publications and Records Commission (NHPRC) or the National Endowment for the Humanities, etc. This file will provide information on project planning, application procedures to secure grants, contract negotiations, and final results. Examples of such projects are the Machine-Readable Records Project, Reflections of the Past, and the Guide Project. This series will provide historical information on what type of grants were received by the Division, what projects were initiated, what results were seen, what programs were continued or absorbed by the Division as on-going programs, etc. The information derived will be a valuable tool for the securing of future grants. Additionally, the creation of this series will provide a central location upon completion of a project, for key documents crucial to the administration of grant monies. * Date span, volume, annual accumulation, and reference rate unknown at this time.	Series contains: Planning documents, applications for grants, copies of contracts and related information, addendums, agreements, final reports, and related correspondence. This series will also contain annual reports	Agency: P	Records Center:	Archives Center: P  Retain in agency or transfer to the State Archives Center

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Libraries and Archives

Public Records

Documents Preservation

## Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction
00666	Document Preservation Job Description (V)	This series documents a record brought into the preservation laboratory for conservation. It lists the type of procedures to be done and the reason restoration/conservation. It also acts as an identification of ownership while the record is in the laboratory. Once a project is completed the rough draft of the job description is typed and put into the file cabinet. While the preservation work is being done the job description remains with the records being worked on.	Series contains: Agency name, address, person received record from, job number, date received, contact name, telephone number, received by, title of document, number of pages, number of leaves, condition of records, reason for restoration, instruction, date started, procedures list, cut down, collated, cleaned, removed tape, screened deacidified, number of leaves preserved, amount of work time date completed, date returned, cost-materials/labor. (dates and hours worked written on back by preservation laboratory staff)	Agency: Records P Center: Archives Center:  Retain at agency, destroy hard copy after microfilming

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Libraries and Archives

Public Records

Local Records

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
03299	Demonstration Grant Project Applications Not Funded	This series documents applications for grants not funded under the federally-funded demonstration grant program. The success of this program, funded by the National Historical Publications and Records Commission in 1983, led to the establishment of a state funded Local Records Grant Program. The successes and failures of grant administration procedures documented in this series, was and is important as a learning tool as state program develops. It may also be useful for research purposes for other states who may be considering a similar program.	Series contains: Name, address, phone number of local government; records custodian - name, title, address, phone number; fiscal official or payee - name, title, address, phone number; cost of project, project personnel, brief description of project, previous actions to protect records, lasting benefits - Will continued grant support be needed - at what level, budget, signature of two local government officials	Agency: I	Records Center:	Archives Center: P  Transfer to State Archives Center five years after project closure
03298	Demonstration Grant Project Folder	This series documents the distribution of grant funds for the federally funded demonstration grant program. The success of this program, funded by the National Historical Publications and Records Commission in 1983, led to the establishment of a state funded Local Records Grant program. The successes and failures of grant administration procedure documented in this series, was and is important as a learning tool as state program develops. It may also be useful for research puposes for other state who may be considering a similar program.	Series contains: Application form, agreement between the Department and Local Government, and correspondence related to the subject	Agency: I	Records Center:	Archives Center: P  Transfer to the State Archives Center five years after project closure
03300	Local Records Survey Forms	This series documents the records housed in the local government agency's possession. This is a computer printout of two forms, which together make up this series, they were created as a tool to collect general information about the agency's records management practice condition, and needs (PRD 510), as well as, specific series level information. This series provides the branch with basic information necessary to plan and administer the local records program. Individual surveys provides a snapshot of the survey and when considered together the surveys will provide a picture of records management conditions of local public agencies statewide. The regional administrators input the information directly into lap top computers, which are then loaded into the Public Records Management System.	Series contains: Agency name, previous grant activity, suveyor, date of survey, series number, series title, date span, medium, cubit foot/volume, microfilmed per Kentucky Department for Libraries and Archives standards, format codes, sereis damage codes, physical description/remarks, records mangement overview, and general records management needs	Agency: P	Records Center:	Archives Center:  Retain in agency
03301	Grant Fund Draw Memo	This series documents the checks requested for release in accordance with payment schedules spelled out in the Local Records Agreement which is filed in the Grant Project Folder (03295). This is a memo sent to the fiscal office of the Kentucky Department for Libraries and Archives from the Local Records Branch Manager requesting that the grant check be sent to the grant receipient from funds in the Local Records subprogram.	Series contains: Name and address of local agency, amount of the grant, date	Agency: 3	Records Center:	Archives Center:  Destroy after audit

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
Local Records

## Retention

### Disposition Instruction

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
03297	Vendor Work Schedule	This series documents a vendor's estimated beginning and ending dates to complete the approved grant project work. These schedules are used to set up check release dates in the agreement to correspond with vendor's completion date so that grant money stays in the state's possession until the last possible moment.	Series contains: Vendor's name, government name, estimated beginning date, estimated ending date, name of vendor's representative, vendor's representative's signature, date of signature	Agency: I	Records Center:	Archives Center:
				Destroy when project is closed		
03302	Applications - Denied Grants	This series documents applications submitted for funding under the Local Records Grant Program that were denied. Deferred applications are active until either approved or denied. Approved applications become a part of the Grant Project Folder (03295).	Series contains: Name, title, address, and phone number of local government applicant; estimated project cost; How will grant funds be used; What records will you be working with; list of preferred vendor(s); What lasting benefits will be achieved; previous actions to protect records in your office; Will continued grant support be needed; two signatures of local government administrators; at least two itemized project bid proposals; application evaluation sheet	Agency: P	Records Center:	Archives Center:
				Retain in agency		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
Local Records

## Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
03294	Local Records Grants Database - (Electronic)	This series documents the information contained in the grant project folder(s) to help track the paper work and the progress of each project and provides access to overall program statistics.	Series contains: Data elements, agency name, amount of ward, cycle, fiscal year, disbursement in fiscal year, beginning and ending date of project, contract received, grant closed, old grant, ADD district, State Senate district, State House districts, region, vendors, vendor obligation's elements award for each element payment schedules, payment date, amount of payment, reports scheduled, reports received, amendments processed, amendments received, amendment pending, contract pending, date project closed, amendment request, letter from local government requesting amendment, custodian, street address, city, state, zip code, telephone number, vendors' beginning and ending dates, agreement number and status field	Agency: I	Records Center:	Archives Center:
				Update as changes occur. Backup procedures will apply		
03295	Grant Project Folder (V)	This series documents the grant process from approval of application to project closure. It provides documentation of every significant activity of the project including expenditure of funds and completion of project work. The local Records Grant Program provides funds to Local Public Agencies for projects that are designed to improve the management and/or preservation of their records. Each grant application goes through a three-tiered evaluation process, including the Local Records staff, the Local Records Review Committee, the Archives and Records Commission and finally the Commissioner of the Department for Libraries and Archives who makes the final decision and makes the grant awards. Once a grant is awarded, administration rests with the Local Records Branch. This series documents that administration process.	Series contains: Application form, bid proposal(s), evaluation sheet, press releases, resolution regarding codification of cities ordinances (when applicable), statement of obligation agreement (with exhibits), project status and financial expenditure report(s), with supporting documentation, amendment request form, amendment(s) to the agreement, Kentucky Department for Libraries and Archives closeout checklist, full record listing, coded certified mail cards-return receipt requested, incoming and outgoing correspondence	Agency: I	Records Center:	Archives Center: P
				Transfer to the State Archives Center five years after project closure		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
Local Records

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
03296	Contracts and Amendments Pending File Listing	This series documents the Local Records Grant contracts (agreements) and amendments as they are created and processed through the department for approval. It is a one page, in-house, form maintained to trace the progress of these documents through the approval process.	Series contains: Action taken (amendment or contract), name of government agency, fiscal year the project was awarded, documents needed, date sent to Administrative Services for approval, date returned to Administrative Services if corrections needed, and date mailed to the local government agency	Agency: I	Records Center:	Archives Center:
				Destroy when all entries are complete		
03307	Grant Project Evaluation Sheets File	This series was created to provide a quick reference to details of current and past Local Records grant projects. It consists of copies of the Evaluation Sheets prepared for all Local Record Grant Applications (see 03302). Whether awarded, denied or deferred. Although originally prepared to provide the Regional Administrator's evaluation of the project application's merits for the awarding authorities, the evaluation sheets also provide in a concise, one-page format, the specific details of the project. This information is needed by virtually all the Local Records Branch staff in the administration of the grant program. Taken as a whole, this series provides a concise historical picture of the Local Records Grant program to date. This series is cumulative.	Series contains: Fiscal year, project number, amendment number (if applicable), local government (Recipient), amount requested, project proposal, evaluation and recommendations of the local records staff including the detailed description of the project and recommended budget	Agency: P	Records Center:	Archives Center:
				Retain in agency		
03305	Microfilm Quality Control Log	This series is used by the information quality control specialist to keep track of all film that is checked for information quality control. This includes the local records grant and the non-grant film. It indicates the order in which the film was received (and therefore the order in which it should be checked), which quality control checks have been performed and what the general results were, and whether or not payment authorization has been made. This log is use primarily for quick reference.	Series contains: Date received, agency, number of rolls, partial, final, complete shipments; Technical Quality Control: number failed, number passed; Information Quality Control: number failed, number passed, date payment authorization is made	Agency: I	Records Center:	Archives Center:
				Destroy when no longer useful		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Libraries and Archives

Public Records

Local Records

## Retention

### Disposition Instruction

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
03304	Quality Control Project Folder	This series documents the quality control inspection of microfilm produced under the Local Records Grant Program. It is created and used primarily by the information quality control person to keep track of which records were filmed, when the film arrived, the results of the information and technical quality control inspection for each roll tested, and payment release authorization.	Series contains: Grant application evaluation, microfilm information quality control sheets, shipping statements, copy of transmittals with corrections marked, microfilm technical quality evaluation sheets, quality control results, letters to vendors, payment release authorization letters, miscellaneous notes concerning the project, copy of invoice for diazo duplication	Agency: I	Records Center:	Archives Center:  Destroy five year after project closure
03303	Local Records Program Operating Manual	This series was created to provide easy access to current operating procedures of the Local Records Program. The notebook contains sample forms: letters; press releases, contracts, and amendments; operating procedures and instructions; and policy memoranda. The notebook is updated as revisions are made to these documents. Out-of-date documents are placed in a file folder and may be used to track the evolvement of local records program administration. *Copies of completed forms, correspondence, policies, etc. may be found in the Grant Project Folder 03295, or branch correspondence file, or in a Wany word processing document. However, this is the only aggregation of all the information.	Series contains: General program information, sample amendments, sample contracts, procedure memos, form letters, press releases, forms, Grant Review and Commission Members, Grants Database overview and operating instructions, approved vendors, and statues relating to the program	Agency: P	Records Center:	Archives Center:  Replace individual documents as updated. Retain one copy of each update permanently



# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
Local Records Branch

## Retention

### Disposition Instruction

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
03744	Local Records Survey Module (N) NA	The series documents an electronic system that provides access to survey information of records housed in the local government agency's possession. This module is a subsystem of the Public Records Management System (Series 03741) The Module, which began in 1989, facilitates access by the Local Records Branch to holdings, records management and conservation information necessary to plan and administer the local records program. The survey also helps to identify local governmental records that are in critical need of preservation microfilming grants.	See attached list of data elements	Agency: Permanen t	Records Center: NA	Archives Center: NA
				Maintain current information, file off non active information.		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
Micrographics

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00662	Microfilm Work Sheets (N) NA	Deleted Series: Information from this series is contained in the Microfilm Control Sheet and Inspection File, Series 00655, and is therefore being deleted.	NA	Agency: NA  NA	Records Center: NA	Archives Center: NA
03745	Microfilm Tracking and Accessions Subsystem - (MRR) - (Electronic) Change Date: 9/1/1992	This series is a subsystem of the Public Records Management System (PRMS) (NOS). Its function is to track the location of microforms (rolls, fiche) stored for security purposes in the division's Microfilm Vault. Pursuant to its authority under 725 KAR 1:020, the division maintains for security purposes the original of all microfilmed reproductions of public records which have a retention of more than seven years. The microforms stored are either produced by the Micrographics Branch, Certified Laboratory vendors approved by the department to film public records, or are produced by Kentucky public agencies. The length of time the microforms are retained in the Vault is dependent upon the approved retention period for the information they contain. In addition to serving as an index or locator for microfilm holdings, the subsystem is used to produce the yearly microfilm accretions list, Accessions Register (00665). The subsystem also provides statistical reports on a monthly basis.	Series contains: Name, location, date received, record group number, agency, boxes, roll number, transmittal number, series number, film size, box number	Agency: P  Maintain current information, file off non-active information as needed	Records Center:	Archives Center:
04173	Micrographics Services Request File Change Date: 9/1/1992	This series documents the evaluation and approval by the Micrographics Branch of state agency requests to purchase, lease/purchase, or rent micrographics services or equipment. The procedure was developed jointly between the department's Public Records Division and the Division of Purchases, Finance and Administration Cabinet. The procedure is intended to facilitate the acquisition by state agencies of micrographics equipment and services to prevent the purchase of equipment or services not capable of meeting state records management requirements, as defined in KRS 171.410 - 740. Consistent with the department's authority under the above named statutes, review and approval of all such requests by the department must occur prior to actual purchase. Additional information documenting the procedure can be found in Finance and Administration Cabinet policy memorandum number BO-111-17-00. Information from this series is used in the evaluation of future state agency requests.	Series contains: Cabinet/agency, request number and date, agency representative name and phone number, records officer name and phone number, contact for further information, Department for Libraries Archives or vendor consulted with, equipment location, type of request, description of record problem, proposed solution, tangible benefits, personnel savings, equipment savings, intangible benefits, non-recurring costs, recurring costs, operational costs, totals, expenditures breakdown, procurement method, review results, signatures and date, and recommended/not recommended	Agency: 5  Destroy	Records Center:	Archives Center:

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
Micrographics

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
04174	Certified Vendor File Change Date: 9/1/1992	This series documents the certification of individual Micrographics Laboratories to film Kentucky public records. Pursuant to KRS 171.450, the department is responsible for developing the standards and procedures for recording, managing, and preserving public records and for the reproduction of public records by photographic or microphotographic processes. Specific standards which must be met include: film formatting, proper use of targets and proper splicing; depositing of the camera original silver security master with the Public Records Division; compliance with accepted standards for film density and resolution; monthly submission of test strips of film throughout period of certification; and compliance with procedures for the transfer, evaluation and destruction of public records. To maintain certification, all submitted microfilm must pass department standards and must be filmed in accordance with department procedures. Failure to follow these standards and procedures may result in de-certification of the laboratory.	Series contains: Monthly film strip test documentation, correspondence, copy of certification certificate, certification request	Agency: I	Records Center:	Archives Center:
				Destroy three years after de-certification		
00660	Master Card Index to Security Microfilm in Vault or DIS	Deleted Series: This series is being maintained under Series 03745, Microfilm Tracking and Accessions Subsystem.		Agency:	Records Center:	Archives Center:
00655	Microfilm Control Sheet and Inspection File Change Date: 3/14/1996	This series documents the specifics of each filming project undertaken by the Micrographics Branch. It serves as an input document to the Microfilm Tracking and Accessions application (03745), a subsystem of the division's Public Records Management System (PRMS). It also documents the inspection of each roll of film produced by the Branch. Information from the series is used to electronically create the Records Transmittal to the State Archives Center or the State Records Center (00629), after completion of filming projects. Because the branch operates on a cost-recovery basis, information from this series which has been entered into the automated application is used to create agency interaccount bills and invoices for payment purposes. In those cases where information about filming projects is not entered into the automated application, this series represents the supporting documentation needed to substantiate billing records.	Series contains: Microfilm Control Sheet contains - date, name of camera operator, roll number, auto feed, hand feed, reduction ratio, exposure, film size, document count, series number, record group number, agency name, administrative unit, title of record, earliest date, latest date, filming sequence, and contents. Inspection Report contains - date, agency name, camera operator initials, roll number, reviewed by, retakes, no retakes necessary	Agency: I	Records Center:	Archives Center:
				Destroy after information has been input into Series 03745, Microfilm Tracking and Accessions Subsystem, and agency interaccount or invoice has been received as paid. NOTE: Destroy after three years and audit, if information has not been input into Series 03745		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
Micrographics

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00661	Work Orders Change Date: 9/1/1992	This series documents the specific requirements (i.e., film size, style of filming, indexing information, type of finished product, and distribution of copies) for the completion of a filming project undertaken by the Micrographics Branch. It is used to describe the procedures to be followed in producing the finished output and to state any special procedures used to create the film. The series may also be used to answer agency inquiries during the course of the filming project. * Accumulation and volume dependent upon number of jobs filmed.	Series contains: Job number; title of record; agency; unit; person to contact; phone; address; film size: 16mm, 35mm, 105mm reduction; document size: one side, two sides; filming arrangement; bound volume(s); loose documents; control sheet indexing information; comments; original routed for: agency inspection; diazo copies, silver, duplicates, silver, diazo, positive, number of copies, negative, use copy loaded, open spool, 3M cartridge, ANSI magazine, distribution of copies: agency, research room, other; original stored at Public Records Division, agency	Agency: 1	Records Center:	Archives Center:  Destroy two years after completion of filming project
00663	Billing Logs Change Date: 9/1/1992	This series was created to provide a uniform method of collecting information about the types of projects (film duplication, processing, splicing, creation of aperture cards and microfiche jackets) undertaken by the Micrographics Branch. It primarily serves as supporting documentation for the creation of interaccount bills (F0034) and invoices (F0027). The information contained in the series is gathered on a daily basis as work is completed. A separate log is created based on the type of work being undertaken and for whom. Each log contains the total for each category completed.	Series contains: Each log contains identifying agency information: month, year, day, and, depending on the type of work, may contain: roll number, number of rolls, cartridge, magazine, initials of person completing the work, date out, United States mail, United Parcel Service, other, number of microfiche duplicated, density, resolution, number of splices, number of cards loaded, and whether invoiced	Agency: 3	Records Center:	Archives Center:  Destroy after audit

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
Micrographics

## Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
00665	Accessions Register - (PRMS Printout) - (Security Microfilm) Change Date: 9/1/1992	This series is a record (listing) of the accretions of security microfilm into the Public Records Division's vault on a yearly basis. Pursuant to its authority under 725 KAR 1:020, the division maintains for security purposes the original of all microfilmed reproductions of public records which have a retention of more than seven years. Since 1989, information used to create the Register has been maintained in the Division's Public Records Management System (PRMS) (NOS). NOTE: Prior to 1983, the method of assigning accession numbers did not lend itself to the maintenance of a historical file because a unique numbering system was not used. The particular value of this series is that it reflects accretions of security microfilm over time. It represents the most complete record of the division's activity in this area. Additionally, because the series documents the yearly accretions of security microfilm, it provides essential information needed for the division's long-range space planning efforts. In the absence of an annual report, or other comprehensive program statistical documentation, this series is critical to an understanding of security microfilm accessions.	Series contains: Accession number, date of accession, series number, film size, number of rolls, record group number, agency name and administrative unit, and roll numbers	Agency: P	Records Center:	Archives Center:
				Retain in agency		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
Micrographics Branch

## Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
00664	Microfilm Log (N) NA	Deleted Series: This series was closed in 1986 and is no longer maintained. All copies were destroyed after their retention was met.	NA	Agency: NA	Records Center: NA	Archives Center: NA
00656	Microfilm Ledger	Deleted Series: Information from this series is found in Series 00655, Microfilm Control Sheet and Inspection File and Series 03745, Microfilm Tracking and Accessions Subsystem.		Agency:	Records Center:	Archives Center:
00657	Security Microfilm Testing Suspense File	Deleted Series: This series is no longer maintained and all copies were destroyed after their retention was met.		Agency:	Records Center:	Archives Center:
00658	Microfilm Project Agreement	Deleted Series: This series is now maintained under the General Schedule for State Agencies Series F0074- Uniform State Financial Records- Duplicate.		Agency:	Records Center:	Archives Center:
00659	Microfilm Services Invoices	Deleted Series: This series is now maintained under the General Schedule for State Agencies Series F0074- Uniform State Financial Records- Duplicate.		Agency:	Records Center:	Archives Center:

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Libraries and Archives

Public Records

Research Room

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
00648	Researcher Registration Form (C) KRS 61.878(1)(a) Change Date: 3/9/2006	This series documents the registration of researchers using records in the Libraries and Archives Research Room. It is used for statistical purposes, to show how many researchers were served. It is also used to track researchers in cases where records were misfiled, vandalized, or stolen.	Series contains: Rules for use of archival material, signature of researcher, date, home address, drivers license number/state, records used	Agency: 5  Destroy	Records Center:	Archives Center:
00647	Research Microfilm Finding Aid	This series is an index that includes summary listings for all permanent original records held by the Public Records Division that are produced by federal, state or local governments. Public records are arranged by creating agency into categories known as record group, such as Secretary of State, the Board of Watchmakers, or Hopkins County. Under each record group the first paragraph describes the holding of the entire record group. Subordinate units such as Land Office, Commissioners' Office, or Circuit Court, are described below that. Record groups are assigned four digit codes. If the record group is large and complex, it might be divided into sub-groups, designated by letter following the record group code. Series under each record group or sub-group are assigned for digit numbers. A record group list is in the back of each index book. Record groups with an asterisk are described in the notebooks. Those without an asterick have not been added. If the words Microfilm cabinet follows location, the record is available on film. For the microfilm roll number of records there is a listing in the back of the section for that record group. If something such as A45/C4 follows location, then the record is available in paper or other format.	Series contains: Instructions on use, record group code, name of agency, title or record, dates, cubic feet, location, microfilm numbers	Agency: 1  Destroy when superceded	Records Center:	Archives Center:
00649	Research Room Record Request - (Original - white copy) Change Date: 9/1/1985	This series documents the white copy of research room record request form. It gives the archives staff the name and location of the records to be pulled. It accompanies the record to the research room. The pink form is placed on the shelf or in the box in place of the record. The yellow copy is placed in a holding file to show if records have not been return to the archives from the research room at the end of a business day. The pink and yellow copies are deposed of once a record has been refiled. The white copy tracks the researcher in cases of records misfiled, vandalized or stolen. This series acts as protection and is used for statistical purposes showing the number and types of records being used.	Series contains: Researcher name, address, date, name of agency/county, unit/office, record title, date of record, location in archives, box number, condition of record, name of retriever/ date, name of refiled/date	Agency: 3  Destroy	Records Center:	Archives Center:

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
State Publications

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00671	Job Control Language	Delete series. No longer maintained.		Agency:	Records Center:	Archives Center:
00672	Checklist Masterfile- Computer Tape	Delete series. No longer maintained.		Agency:	Records Center:	Archives Center:
00670	Annual Cumulative Checklist	Delete series. Now covered under General Schedule for Electronic Records		Agency:	Records Center:	Archives Center:
00669	Monthlys Checklist- Diskette	Delete series. No longer maintained.		Agency:	Records Center:	Archives Center:
00668	Checklist Preparation Documentation	Delete series. General Correspondence, Reference and Information are General Schedule Items.		Agency:	Records Center:	Archives Center:
03743	State Publications Checklist Module (PRMS) (N) NA	The series documents descriptions of state publications received by the Public Records Division as part of their statutory responsibility (KRS 171.450 d).to collect and provide access to all documents produced by Kentucky state agency, excluding university publications. This module is a subsystem of the Public Records Management System (Series -03741) The database is used to facilitate the publishing of a Checklist for State Publications (Series- M0007) which is issued quarterly to state agencies and libraries throughout the Commonwealth. A printout of the data is also transferred to State Library Services Division along with the publication for cataloging in the OCLC bibliographic database.	See attached list of data elements	Agency: Permanen t	Records Center: NA	Archives Center: NA
				Maintain current information.		



# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
State Records

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00632	Records Destruction Certificates for State and Local Agencies - (A security copy is retained at the State Records Center) (V)	This series documents the destruction of state and local records in state agencies and in the custody of the Public Records Division. All public records eligible for destruction must be disposed of according to disposition instruction on the State Records Retention Schedule for State or Local Agencies (00625). When a record does not appear on the schedule, or when no approved schedule exists for an agency, disposal may be made only with special permission of the State Archives and Records Commission. There is no preferred method for destruction of public records except when a specific method is required by law. Records of a sensitive or confidential nature may be shredded. When the records are housed at the State Records Center, the records center staff will arrange for their destruction. Note: Certificate of Disposal (00630) and Records Destruction Authority and Certification series (00631) were combined to create this series.	Series contains: Name of agency, date, unit, schedule date, accession date, destroyed at-agency or state records center, method of destruction, date of destruction, series number, record title and description, date span of records, volume cubic foot, box/book number, location in records center, total volume cubic foot of records destroyed, signature of state archives/date, signature of record center agent/date, signature of records officer or custodian/date	Agency: P	Records Center:	Archives Center:
				Retain in agency		
00633	Record Charge Out - (Records requested from State Records Center)- (Yellow-central file copies) (V)	This series is created when a state agency requests retrieval of records stored at the State Records Center. This is a three part form, the yellow copy is placed in the agency folder and remains there until the record is refiled. It is used to prove that a record is no longer in the possession of the State Archives Center and that it has been sent to the Agency, in case of a misplaced record or a duplicate request of the same record by the agency. It is also used to prepare statistical reports. *, ** Volume dependent on number of requests.	Series contains: Name requesting agency, requested by, unit, mailing address, telephone number, action taken, date, request for original/photocopy, identification number voucher/case/etc, to be returned, date record out/in, location in center, accession number, unit number, records series title, retrieved by/date, return record to the State Archives Center/State Record Center	Agency: 1	Records Center:	Archives Center:
				Destroy		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
State Records

## Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
00634	Record Charge Out - (Records requested from State Records Center) - (White-record copies) (V)	This series is created when a state agency requests retrieval of records stored at the State Records Center. This is a three part form white, yellow, and pink copies. The white copy remains with the records and must be returned to assure proper refiling. * Record kept one month after file is returned. ** Volume varies according to number of records returned.	Series contains: Name of requesting agency, requested by, unit, mailing address, telephone number, action taken, date, request for original/photocopy, identification number voucher/case/etc, to be returned, date record out/in, location in center, accession number, unit number, records series title, retrieved by/date, return record to the State Archives Center/State Records Center	Agency: I	Records Center:	Archives Center:
				Destroy one month after record is refiled		
00635	Record Charge Out - (Records requested from State Records Center) - (Pink shelf marker) Administrative Change Date: 11/1/1988 (V)	This series is created when a state agency requests retrieval of records stored at the State Records Center. This is a three part form white, yellow and pink copies. The pink copy is placed on the shelf in place of the record and remains until record is returned. It insures that an archives staff person knows that a record is missing from the box in case of a duplicate request for the file.	Series contains: Name of requesting agency, requested by, unit, mailing address, telephone number, action taken, date, request for original/photocopy, identification number voucher/case/etc, to be returned, date record out/in, location in center, accession number, unit number, records series title, retrieved by/date, return record to the State Record Center	Agency: I	Records Center:	Archives Center:
				Destroy when record is refiled		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Libraries and Archives

Public Records

State Records

Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
00636	Microfilm Quality Evaluation - (A security copy is retained at the State Records Center) (V)	This series documents the quality evaluation of microfilm. The film is checked for density, resolution, reduction ratio and that the targets correctly describe the images on the film. Archival microfilm to be placed in security storage should meet the requirements for residual thiosulfate concentration as indicated in the American National Standard Specifications for Photographic Film for Archival Records, Silver Gelatin Type on Polyester Base, PH 1.41-1973, or the latest density stain differential not exceed 0.02, when calculations are made by the Silver Densitometric measuring method. When the Methylene Blue test method is used, the maximum permissible concentration of thiosulfate ion in micrograms per square centimeter is 0.7. Hard copy records should not be destroyed until the corresponding microfilm has passed a microfilm quality evaluation, and has been signed off on by the manager of the Micrographic Branch of the Public Records Division (PRD). Agencies processing their own microfilm or having it processed by a service agency should send a sample to the Micrographics Laboratory (PRD) to be tested for thiosulfate residue. (* volume is difficult to attain as series is filed with Records Destruction Certificates for State and Local agencies (00632))	Series contains: Accession number, agency, unit, date, roll number, schedule date and series number, inclusive dates, agency records officer signature, test roll number, density, resolution, reduction ratio, targets, comments, whether security film at Public Records Division, tested by, date, destruction approved/disapproved	Agency: P	Records Center:	Archives Center:
				Retain in agency		
00637	Accession Register - for State Records Center	This series documents the register of the transfer of custody of records from the originating office to the State Records Center. It lists records which are received in sequence by date and number and series. It is used as a finding aid until all processing procedures are completed and is a quick reference of accessions kept by year. * Dependent upon number of accessions.	Series contains: Accession number, accession date, agency and unit, quantity, processed/unprocessed, permanent location, date shelved, shelve's initials.	Agency: P	Records Center:	Archives Center:
				Retain in agency		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
State Records

Records Title		Function and Use	Contents	Retention		
Series	and Description			Disposition Instruction		
00639	Record Description and Analysis	This series documents the descriptive information needed to make a knowledgeable appraisal of a records series and assign disposition of records. The Records Description and Analysis (D & A) form has been developed by the Public Records Division as the primary tool to gather the information necessary to effectively manage the records of state and local agencies throughout their life cycle. Information provided by this form is valuable to the creating agency in planning, developing, and analyzing its records and records systems, to other agencies and individuals who need to access the information, and to the Public Records Division in providing services to agencies and the general public.	Series contains: Record group number, series number, originating agency, administrative unit, physical custodian, compiler, date, phone number, title of record, variant title, original/duplicate, locations of alternate copies, information summarized in, medium, arrangement/sort sequence, index, date span/volume, in agency, in the State Record Center, in the State Archives Center, annual accumulation. Reference rate, function and use description, contents, input records, output records, vital record? yes/no, vital retention period, vital records protection instructions, access restrictions? yes/no, is records subject to audit?, auditing agency, audit retention requirement, legal requirement? yes/no, appraisal criteria, rationale for retention, agency retention, disposition instructions, Records Center retention, Archives Center retention, total retention, records analyst signature	Agency: P	Records Center:	Archives Center:
				Retain in agency		
00638	Fee System Account Book (V)	This series documents the volume of records for which any agency is being charged for storage at the State Records Center as well as the fee charged. This is computed on a quarterly basis. This series originated in 1982.	Series contains: Agency name, date, volume added or subtracted, balance, amount billed, amount of payment received and balance due	Agency: 3	Records Center:	Archives Center:
				Destroy after audit		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
State Records

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00630	Certificate of Disposal - (This record has been combined with the Records Destruction Authority and Certification and is now called Records Destruction Certificate) Closed Date: 10/1/1982 (V)	Closed Series. This record has been combined with the Records Destruction Authority and Certification (00631) and is now called Records Destruction Certificate (00632).		Agency: P	Records Center:	Archives Center:
				Retain in agency		
00629	Records Transmittal to the State Archives Center or the State Record Center - (Central File copy) - (A security copy is retained at the State Records Center) (V)	This series documents the transfer of records from an agency to the State Archives Center or the State Records Center in compliance with the State Records Retention Schedules for State and Local Agencies (00625). Records transferred to the State Archives Center or the State Records Center are placed in the custody of the Department for Libraries and Archives. Access to those stored in the State Archives Center is automatically placed under the control of the Department for Libraries and Archives, and are open to research by patrons of the Research Room, unless restricted by law. However, access to records stored at the State Record Center is controlled by the transmitting agency. Researchers must make all requests for access to the records stored at the record center through the transmitting agency.	Series contains: Agency name, unit, retention schedule date, total number containers, destruction date, accession number, date shelved, initialed, volume in cubic feet, record group code, location in center, container type, series number, title of records exactly as listed on the records retention schedule, date span of records in each container, restriction, if any, and authority, records officer signature, date number of pages	Agency: P	Records Center:	Archives Center:
				Retain in agency		
00628	Records Request Authorization	This series documents the names of those persons who have authority to request records stored in the State Archives Center and the State Record Center. The persons' name must be on the card and approved by the agency's Records Officer. * Volume remains constant.	Series contains: Name of agency, unit, name of person authorized, signature of Records Officer, date	Agency: I	Records Center:	Archives Center:
				Destroy when superceded		
00627	Records Officer Designation Card	This series documents the official designation of a Records Officer. Pursuant to the authority of KRS 171.450 and described in 725 KAR 1:010, the chief administrative officer of each constitutional, statutory, or executive agency of state or local government is required to designate a staff member as Records Officer to represent the agency in its relations with the Public Records Division. In addition to being the agency liaison with the Public Records Division, the Records Officer provides the agency with a central point to direct all records management related problems, inquiries, and requests for Records Management. * Volume remains constant.	Series contains: Name of designee, phone number, agency name, signature of agency head, date	Agency: I	Records Center:	Archives Center:
				Destroy when superceded		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
Public Records  
State Records

## Retention

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
00626	State Records Retention Schedules for State and Local Agencies - (Duplicate shelf and work copies) (Duplicate Shelf)	This series is the duplicate computer printout of the State Records Retention and Disposition Schedule for State and Local Agencies (00625) to be used as a working copy. The Public Records Division staff uses this series to answer questions posed by other agencies, as reference for already approved retentions.	Series contains: Name of agency, division, branch, section, schedule date, series number, record title and description, length of time retained in agency, disposition instructions, length of time retained at State Archive Center or State Records Center	Agency: I	Records Center:	Archives Center:
				Destroy when revised		
00625	State Records Retention Schedules for State and Local Agencies - (A security copy is retained at the State Records Center) (V)	This series documents the retention and disposition schedules for public records. The Public Records Division assists agencies in determining retention periods for their records in compliance with records management standards set by the Public Records Division and the State Archives and Records Commission. The proposed agency schedule is reviewed by the State Records Branch staff and a final draft prepared for review by the agency. Upon approval by the agency, the Public Records Division, the State Auditor, and, when advisable, the Attorney General, the schedule is presented to the State Archives and Records Commission. The Commission's approval constitutes the legal authority for the maintenance and disposition of records KRS 171.410-171.740. *Dependent upon number of new series scheduled.	Series contains: Name of agency, division, branch, section, schedule date, series number, record title and description, length of time retained in agency, disposition instructions, length of time retained at the State Archives Center or State Records Center	Agency: P	Records Center:	Archives Center:
				Retain in agency		
00640	Records Series Numbering Log (V)	This series documents the consecutive numbering of records series. The agency name is written next to the first available series number. The log is divided into sections for agency series numbers, General Schedule series numbers Fiscal, Personnel, Miscellaneous, Electronic and Local Government series number. It assures that a series number is not used twice.	Series contains: Series number, agency name	Agency: P	Records Center:	Archives Center:
				Retain in agency		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development

Libraries and Archives

Public Records

State Records

## Retention

### Disposition Instruction

Series	Records Title and Description	Function and Use	Contents	Disposition Instruction		
03742	Records Description and Analysis Module	The series documents an electronic database used to assist the Public Records Division in managing the records of state government. This module is a subsystem of the Public Records Management System (Series -03741). The module facilitates the inventory, description, and appraisal of public records. Information in the system is reviewed for approval not only by the Public Records Division, but also by the Kentucky Archives and Records Commission at its quarterly meetings. The module is composed of two overlapping files, a Description and Analysis file that is used primarily by the Public Records Division and the Records Schedule file which is used by all state agencies. While the Description and Analysis file is maintained as a working file, containing information on both approved and unapproved series, the schedule file is the only complete electronic record of all the series approved by the Kentucky Archives and Records Commission. Input to the Description and Analysis file is received from a CICS mainframe application and from R:BASE runtime applications distributed to state agencies, as well as from paper input forms.	Series contains: See attached list of data elements	Agency: P	Records Center: N	Archives Center:
				Maintain current information, file off non active information		
00631	Records Destruction Authority and Certification - This record has been combined with the Certificates of Disposal and is now called Records Destruction Certificate for State and Local Agencies) Closed Date: 10/1/1982 (V)	Closed Series. This record has been combined with the Certificate of Disposal (00630) and is now called Records Destruction Certificate (00632).		Agency: P	Records Center:	Archives Center:
				Retain in agency		

# RECORDS RETENTION SCHEDULE

## Signature Page

DEPT. FOR LIBRARIES AND ARCHIVES

Agency

State Library Services

Unit

Schedule Date: Sept. 1983

Change Date: \_\_\_\_\_

Date Approved SEP 8 1983  
by Commission: \_\_\_\_\_

### APPROVALS:

The undersigned approve of the following Records Retention Schedule or Change:

[Signature]  
Agency Head

9/1/83  
Date of Approval

[Signature]  
Records Officer

9/1/83  
Date of Approval

Louis Bellardo  
State Archivist and Records Administrator  
Director, Public Records Division

8/1/83  
Date of Approval

[Signature]  
Chairman, Archives and Records Commission

9/9/83  
Date of Approval

The undersigned have examined the record items and recommend the disposition as shown:

[Signature]  
Records Analyst

8/31/83  
Date of Approval

[Signature]  
Assistant State Records Administrator

8/31/83  
Date of Approval

[Signature]  
Appraisal Archivist

8/31/83  
Date of Approval

The determination as set forth meets with my approval.

[Signature]  
Auditor of Public Accounts

9-6-83  
Date of Approval



**STATE ARCHIVES AND RECORDS COMMISSION**  
**Public Records Division**  
**Kentucky Department for Libraries and Archives**

**Schedule Date:** September 01, 1983

**STATE AGENCY RECORDS  
RETENTION SCHEDULE**

Education and Workforce Development  
Libraries and Archives  
State Library Services  
Network Development

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00693	Inter-library Loan Log Sheet			Agency: 1	Records Center:	Archives Center:
				Destroy		
00694	Kentucky Union List of Serials - (Microfiche)			Agency: 1	Records Center:	Archives Center:
				Destroy when superseded by semi- annual update		
00695	Inter-library Loan Request			Agency: 1	Records Center:	Archives Center:
				Destroy		
00696	Courier-Journal Searches			Agency: 1	Records Center:	Archives Center:
				Destroy		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
State Library Services  
Public Services

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00691	Film Booking Card			Agency: 1	Records Center:	Archives Center:
				Destroy		
00681	Periodicals Received - (Kardex card file)			Agency: 1	Records Center:	Archives Center:
				Screen and destroy outdated cards when no longer useful		
00682	Serial Holdings - (Computer printout)			Agency: 1	Records Center:	Archives Center:
				Destroy when superseded		
00683	Request Form			Agency: 1	Records Center:	Archives Center:
				Destroy		
00690	Film Catalog			Agency: 1	Records Center:	Archives Center:
				Destroy when updated		
00692	Order Requests - Film - (Duplicate) - (Original retained in business office)			Agency: 2	Records Center:	Archives Center:
				Destroy		
00689	Daily Circulation Report			Agency: 2	Records Center:	Archives Center:
				Destroy		
00688	Photocopy Receipt Book			Agency: 3	Records Center:	Archives Center:
				Destroy after audit		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
State Library Services  
Public Services

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00687	Patron File (C) KRS 61-878 (1) (a)			Agency: I	Records Center:	Archives Center:
				Destroy one year after last activity by cardholder		
00686	Library Card Application (C) (DLA-PS-3) KRS 61- 878 (1) (a)			Agency: I	Records Center:	Archives Center:
				Destroy one year after last activity by cardholder		
00685	Hold Request Card			Agency: I	Records Center:	Archives Center:
				Destroy when request filled or determined to be unfilled		
00684	Reference and Periodical Log Sheet			Agency: 1	Records Center:	Archives Center:
				Destroy		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
State Library Services  
Technical Support

Series	Records Title and Description	Function and Use	Contents	Retention		
				Disposition Instruction		
00676	Card Catalog			Agency: I	Records Center:	Archives Center:
				Retain until the catalog system or the individual card is superseded		
00678	Cataloging Statistics			Agency: 5	Records Center:	Archives Center:
				Destroy		
00673	Shelf List - Classified			Agency: P	Records Center:	Archives Center:
				Retain in agency		
00674	Book Catalog			Agency: I	Records Center:	Archives Center:
				Destroy when new cumulative issue produced		
00675	Archival Tapes of Machine Readable Records - Cataloging Data			Agency: P	Records Center:	Archives Center:
				Retain in agency		

# STATE AGENCY RECORDS RETENTION SCHEDULE

Education and Workforce Development  
Libraries and Archives  
State Library Services  
Technical Support Branch

## Retention

### Disposition Instruction

Series	Records Title and Description	Function and Use	Contents			
00677	Proof Slips - (Authority for cataloging)			Agency: 1	Records Center:	Archives Center:
				Destroy when no longer useful		
00679	Substantive Error Statistics			Agency: 1	Records Center:	Archives Center:
				Destroy		